

Oversight Projects at a Glance: Key to the Dashboard

The dashboard lists all ISB oversight projects (Level 3s) and selected staff oversight projects (Level 2s). Level 2 projects that are not reported to the Board, but are under staff oversight, are not included.

Scope

Need

- Critical: the project must be undertaken; may be federally or state-mandated; the agency has no option or alternative (examples: Y2K, DOP's HRMS; hardware or software no longer supported by vendor).
- High: the project has a significant impact on the business of the state, the agency, or the stakeholders (examples: DSHS' welfare eligibility and payments, WSP or EMD's emergency radio systems upgrades, State Investment Board or Treasurer's investment portfolio management systems).
- Medium: the ISB typically does not see projects in this category; the project may represent an opportunity for the agency to improve services or operations; typically not mission-critical.
- Low: the ISB typically does not see projects in this category; these projects may be new technology, proofs-of-concept, or research and development projects.

Change

Indicates whether project requirements (scope) have undergone significant change, typically an increase or decrease. Any change in scope may warrant further investigation. An increase is known as "scope creep"; a decrease as "scope slip."

Increasing scope may indicate that the project did not perform adequate design or planning; requirements may have been missed, or that new requirements have been mandated. Decreasing scope may indicate that the project is removing or delaying functions in order to meet schedule or budget.

A plus sign (+) in the shaded cells indicates an increase from last report; a minus sign (-) indicates a decrease from last report; an equal sign (=) indicates no change; and an **X** indicates that the phase has been completed.

A green cell indicates little or no change; a yellow cell indicates moderate change; and red cell indicates significant change. A gray cell indicates that the change is undefined or not applicable.

Schedule

(P) - Planning

May include refinement of the feasibility study, creation of project controls (e.g., charter or governance, initial project plan, general high-level design work, staffing plan, change management plan, communications plan, etc.)

(Ds) - Design

This refers to detail design work. Examples include creating database designs, process workflows, screen layouts, etc.

(Dv) - Development

Includes application development, file conversion, creation of artifacts required for other activities (e.g.; test scripts, training materials, acceptance criteria, implementation plans).

(T) – Testing

Includes system testing, integration testing, and user acceptance.

(I) - Implementation

Includes training, rollout and installation, decommissioning of legacy application.

Budget**Original**

This is the implementation cost for the project; i.e., the amount needed to make the project operational. It is the amount originally approved by the ISB or DIS. It typically does not include lifecycle costs such as ongoing maintenance.

Current

This amount reflects any changes to the Original Budget.

Proj TD (Project-To-Date)

This is the amount of funds expended thus far.

Project Category Health (Variance from Plan)**Scope, Schedule, Budget, Other**

This is a summary of the overall project. A schedule may be yellow in a specific phase, but the overall schedule may be green. Likewise with scope and budget. There may be “Other” items that also affect the project. Examples could include: executive commitment, stakeholder readiness/commitment, quality of project management processes, etc.

A green cell indicates little or no overall variance; a yellow cell indicates moderate overall variance; and a red cell indicates significant overall variance. A gray cell indicates that the variance is undefined or not applicable.

Finally, the shaded cells may be categorized as “Least” or “Most”.

- Least: this component has the least capacity or flexibility for change
- Most: this component has the most capacity or flexibility for change

If a specific phase in the “Schedule” component is red and the category is listed as “Most” in the health section, that might indicate that although the project is off schedule, it either has sufficient contingency or no time constraints.

Conversely, if the component is red and the category is listed as “Least” in the health section, that would indicate a serious problem in the project. In other words, the project could be late, there is no contingency, and there is a firm deadline.